



miamidade.gov

Finance Department
Credit & Collections
200 NW 2nd Ave • 3rd Floor
Miami, Florida 33128
T 786-469-5200 F 305-329-1535

Referencing: **Payoff Letter Request Instructions (for Code Enforcement Violations)**
Turnaround: **5 business days**
Payoff Letter fee: **\$75.00** with property address and unit number (if applicable) listed in the memo section of check; a separate check is required for each folio/property address
Required: Must be on company letterhead, include Property address/corresponding folio number (must match) and provide return e-mail address with contact information

Referencing: **Payoff Letter Request Instructions for Condominiums when ultimately needing a Partial Lien Release for the individual condominium unit**
When Used: When a lien placed on the Homeowner's Association (HOA) for common element violations affects the title of the units within the development. Used only when the specific unit is free of violations and liens.
Turnaround: **5 business days**
Payoff Letter fee: **1. \$1,000.00** with property address and unit number listed in the memo section of check; a separate check is required for each condominium unit's folio/property address
2. Payment must be made by money order drawn on American Express, Western Union or the U.S. Postal Service; cashier's check or Attorney's Trust Account Check (cash and on-line payments are not accepted); otherwise the Partial Lien Release is prepared 30 days after payment.

Complete the following property information table for condominiums and return to us:

	Folio Number	Property Address
Condominium Unit # <u>Without</u> Violations (Unit to be Ultimately Released)		
Condominium Homeowner's Association (HOA) Property <u>With</u> Violations		

Required: **1. Letter from HOA stating that they are unable to provide any documentation to release the unit(s) from the lien(s)**
2. Recorded resolution copy stating the unit's percentage of ownership responsibility
3. Must be on company letterhead and provide return e-mail address with contact information

- Submit payoff letter request along with the **\$75.00 or \$1,000.00 fee**. Make checks payable to: **Miami-Dade County Credit & Collection (a/k/a Miami-Dade County CCS)**. Write property address and unit number in the memo section of the check. Hours: Monday to Friday, 8:00 AM to 5:00 PM; phone: (786) 469-5200
- The payoff request cover letter and the \$75.00 or \$1,000.00 fee can be mailed or delivered to:
Finance Department, Credit & Collection Section
200 NW 2nd Avenue, 3rd Floor
Miami, FL 33128
- **Payoff fee check number is required for all follow-up inquiries**

Delivering Excellence Every Day